

preserving the collections and technology, no food or drink is permitted in the Library. **The use of cell phones in the Library is also prohibited.**

## CHAPTER III

### STUDENT PROCEDURES

#### General

As indicated in the Introduction, you are encouraged to strike a balance during your tour at the Naval War College. Your year at the College should be viewed as an opportunity to interact and exchange views with officers from sister services and civilian agencies. For many, this may be the first and only such other opportunity. Study hard, but leave appropriate time for reflection, development of perspective, participation in athletics, extracurricular activities and family.

Attached for your convenience and to assist you in orienting rapidly are maps of the Rhode Island Sound area, the NWC complex, and NAVSTA Newport in Annexes E, F and G respectively.

#### Attire

Because of the unique professional, academic environment at the Naval War College, all students will wear civilian clothing as their primary “uniform.” On those few occasions where a military uniform is required – visiting four-star flag/general officer, certain ceremonies or events – the *Weekly Schedule* will specify the appropriate uniform.

Generally speaking, the NWC terms “Business Casual” as the appropriate civilian attire for students during the work/class day which at a minimum means dress shirt (no tie), suit-quality dress slacks, and dress shoes for men; and a dress or dress blouse, suit-quality dress slacks or skirt, and dress shoes for women. A turtleneck (not mock-style turtleneck) is acceptable. For evening lectures, a coat and tie or suit may be specified. After hours (1630-0600, M-F, and on holidays and weekends), students may wear more casual attire. Collared shirts, long pants and closed-toed shoes with socks are required. Jeans are not to be worn at any time in the College complex.

Please review Annex H for specific details and requirements.

## Housing

The NWC website ([www.nwc.navy.mil](http://www.nwc.navy.mil)) provides detailed information on types of military family housing available (including floor plans), housing regulations, personal property, and other accommodations. This bulletin should be consulted for questions in these areas. The Naval War College Housing Assistant, Room H-111, telephone: (401) 841-3621, can provide information on military family housing assignments and Bachelor Officer Quarters. A completed housing application (DD-1746), a copy of orders and a copy of dependents certification are required for assignment to government quarters. You can find the housing application form in the online student enrollment system.

## Geographic Bachelors

Bachelor quarters are provided at no cost to married, geographic bachelors (vice single, bonafide bachelors) who are students at the Naval War College. Inbound married students who intend to be geographic bachelors during their studies in Newport should inform the Dean of Students Office and contact the Naval War College Housing Assistant (401) 841-3621 to make arrangements. These accommodations are intended for married officers who will be geographic bachelors during their entire tour.

## Check-In Procedures

The check-in process at the Naval War College is expedited by means of the collection of information obtained via the online registration included in the welcome aboard portion of the Naval War College website, which incoming students are urged to complete prior to arrival. New students should report no earlier than the date on their orders. "Business Casual" – appropriate service dress for military and coat and tie for civilians – is the appropriate uniform or attire for reporting (see the *Attire Policy* posted at [www.nwc.navy.mil/admin/Attire%20Policy%20Memorandum.doc](http://www.nwc.navy.mil/admin/Attire%20Policy%20Memorandum.doc) for specific requirements). Normally, new students will have several days after reporting in order to get their personal affairs in order prior to the start of classes.

Check in is conducted twice a day, at 0800 and 1300 by the staff of the Dean of Students Office. Specific locations will be identified at the Quarterdeck. Incoming students will be given a check-in sheet, which provides detailed guidance. Completed check-in sheets must be returned in to the Dean of Students Office.

Non-Navy students should also check-in with their Service Administrative Clerks and Service Advisors:

Army: SP-211, SP-212

Air Force: SP-211, SP-213

Coast Guard: SP-211, SP-214

Marines: SP-210, SP-215

Additionally, Marine students should check-in to the Marine Corps Detachment, Building 144, 144 Taylor Drive, with the following: (a) original orders, (b) Officer Qualification Record (OQR), (c) Pay record, (d) Health record, and (e) Dental record.

### Check-out Procedures

The Dean of Students will approve detaching dates for Navy students. Civilians will coordinate dates with their Agency and the Dean of Students. Marine, Coast Guard, Army, and Air Force students will negotiate their detaching dates with their senior service advisors. Each student should be prepared to execute the following check out procedure in detaching from the Naval War College.

Check out forms will be distributed approximately four weeks prior to graduation. All students will receive one change of address form. NWC I.D. badges and carpool passes must be accounted for, and must be turned in to the Security Office, Room C-119. Safes must be locked with the drawer closed. Any audiovisual equipment checked out during the year should be returned to the Audio Projection Branch, Room SP-107.

Navy students will check out with the Dean of Students Office, Room H-109 during regular working hours on the day of detachment. If the day of detachment is a non-working day, check out will take place during normal working hours on the last workday prior to leaving. If detaching on graduation day, transfer packages are typically available in the Dean of Students Office, Room H-109. Otherwise they can be picked up at PSD Newport, Bldg 690.

Army and Air Force, Marine Corps and Coast Guard students will check out with their respective senior service advisor and the Administrative Services Office on the day of detachment and complete a check out form prior to detaching.

Civilian Students will select a date of detachment, on or after graduation, that is agreeable with the Dean of Students and their respective agency, and which will permit the carrying out of their orders. Prior to detachment, a completed check out sheet must be submitted to the Dean of Students Office.

The following items will be available on the day of detachment unless other arrangements have been made:

- a) Degree/Diploma
- b) Letter of Completion

c) Original orders and copies

Medical records for military personnel should be picked up at the Navy New Ambulatory Care Center, Newport. Dental records should be picked up at the NWC Dental Clinic.

The *Naval War College Review* offers a free subscription to all graduates. Sign up in the Dean of Students Office. You will need to update your address/request every two years.

Transcripts are available 30 days after graduation. To order a transcript the following information is required. Name, Address, Social Security Number, Month/Year of Graduation and Class Attended (CNW/CNC&S). Please **sign your request** and send to: Registrar, Naval War College, 686 Cushing Road, Newport, RI 02841-1207. The request must have an original signature and be signed by you. Telephone requests are not accepted. There is no charge for this service but the maximum number of transcripts per request is three. Additionally, a transcript request form is available on the College's website.

For students remaining at NWC as staff/faculty, the detachment date is normally the day of graduation. The student check out process should be conducted concurrently with the staff check in process. The student check out form must be completed and returned to Room H-109, while the staff check-in sheet must be completed and returned to the Administrative Services Office. The student should coordinate his/her reporting date with the department for which he/she will work. On reporting, the individual must physically report to the Personnel Support Detachment, Bldg 690 for processing.

Officer Records

Officer records are maintained by the following facilities:

Navy—(Record of Emergency Data and SGLI Certificate only) Personnel Support Detachment (PSD), Bldg 690, NAVSTA Newport. Telephone: 841-1267 (students)

Marine—Marine Corps Administrative Detachment, Bldg 71, NETC Newport. Telephone: 841-3253

Coast Guard—Commander (Persu), CAPT John Foster Williams Bldg., 408 Atlantic Avenue, Boston, MA 02210-2209

Air Force—Records Section, Hanscom AFB, MA 01731

Army—U.S. Army Student Detachment, Fort Jackson, SC 29207

Civilians—Personnel Office of Parent Agency

Marine, Coast Guard, Army and Air Force officers conduct personnel transactions through the offices of their senior service advisors. Navy officers conduct personnel matters through the Dean of Students Office. Civilians work directly with the personnel office of their parent agency.

### Fitness Reports

Upon graduation, Navy students receive a “not observed” fitness report from the Dean of Students, or the President if graduating “With Distinction” or “With Highest Distinction.” This report describes the courses taken, noteworthy academic achievements, and any awards received. Periodic reports are not usually required for officers in a duty under instruction status. However, if students become aware that their record will be before a selection board and they desire a periodic report for continuity purposes, the Dean of Students Office should be informed as far in advance of the board convening date as possible. Officers in other services have their fitness reports written by their senior service advisors. Civilians will receive a Letter of Completion from the Dean of Students.

### Pay

*Leave and Earnings Statements* for Navy students are available online - [www.dfas.mil](http://www.dfas.mil). Army, Air Force, and Coast Guard pay slips are mailed directly to the service member by their finance office. Students of these services who experience difficulties with pay should see their senior service advisors.

Civilians receive their paychecks directly from their parent agency. Civilian students who experience difficulty in receiving paychecks should seek assistance from the Human Resources Advisor, Room C-142.

### Absences

While NWC is an educational institution, it is still a military institution with all the attendant responsibilities. Students have as their primary duty attendance and preparedness to participate in class and other functions as assigned by the College. Students are required to fulfill all academic requirements, and attend all scheduled events and functions. Students assigned to the Center for Naval Warfare Studies for an Advanced Research Project (ARP) or as part of the Mahan Scholars Program are also required to attend lectures by service chiefs, combatant commanders, and other dignitaries.

Prior to any absence, students who have legitimate reasons for missing a curriculum lecture, seminar or event must first receive permission from the Dean of Students. This is accomplished by the completion and routing of a “yellow sheet” available in the Dean of Students Office.

## Leave

Except during scheduled inter-sessional breaks, holidays, and over the summer, leave is not normally granted during the academic year unless for the most compelling of reasons.

Regular annual leave during the academic year is limited to periods of recess such as Thanksgiving, New Years/Holiday, federal holidays and the summer. The short inter-sessional breaks between the Fall/Winter and the Winter/Spring trimesters contain scheduled conferences which students are required to attend.

Leave authorization papers are required for periods of absence in excess of four days. Navy students request leave from the Dean of Students. Routine leave chits must be submitted five days prior to the start of the requested leave. Army, Air Force, Marine Corps, and Coast Guard are granted leave by their respective senior service advisor, but must also keep the Dean of Students Office advised when leave has been granted and where they can be reached in the event of an emergency.

Approved Navy leave requests will be picked up from the Conolly Hall Quarterdeck, Room C-130. All officers must pick up their leave papers prior to departing on leave. Failure to do so constitutes an unauthorized absence.

Checkout and check-in from leave may be accomplished in person at the Conolly Quarterdeck or may be done by telephone (841-3089) if within the vicinity of your local residence from which you commute to NWC each day. For security reasons the Quarterdeck phone is equipped with Caller ID. The Quarterdeck watch will provide the time/date and name of the watch stander to be entered on your leave papers for both checkout and check-in by phone or in person.

Be sure to carry a copy of your leave papers while on leave. You are also required to return the original to the Administrative Services Office within five days of returning from leave. Members will be charged for the period requested if leave papers are not returned. Cancellation of approved leave requests must be made by informing the Dean of Students prior to the start date.

## Emergency Leave

Emergency leave will be granted in accordance with individual service directives. During normal working hours, emergency leave requests will be approved by the Dean of Students. After hours and on weekends, emergency leave will be granted by the NWC Command Duty Officer (CDO). Those requesting leave may pick up the original leave request from the CDO who will assign a leave control number and ensure that the appropriate NWC chain of command personnel are informed.

### Liberty

Students are authorized special liberty for up to four days. Leave is required if the period of absence from the NWC local recall/residence exceeds four days. There are no liberty area limits (i.e. distance from the NWC), however, all travel of any duration outside CONUS requires that leave be taken.

It is mandatory that any student who will be away from their local recall phone for more than 24 hours provide an accurate number where they can be reached. A logbook is maintained in the Dean of Students Office.

### TAD Orders

Students who have a need for funded or no-cost orders (TAD, TDY, TEMDU) should submit an orders request to the Dean of Students. The form is available in the Dean of Students Office. Funds for student TAD are quite limited, so students should not make travel or accommodations arrangements based on a presumption that funding is available. The decision to fund a request for orders is made on a case-by-case basis. Students conducting an ARP and assigned to the Center for Naval Warfare Studies will have order requests for travel funded through that office.

Permissive TAD (i.e., no cost to the government), provided it does not interfere with scheduled academic events, is normally given for one of the following reasons:

1. House hunting
2. Participation in competitive sports events
3. Attendance at conferences, symposia, etc., when such meetings directly relate to a member's background or primary duties.

Requests will be processed and approved through the Dean of Students Office.

### Accountability/Recall Information

All students must provide their local address and telephone number to the Dean of Students Office and ensure that this information remains up to date and accurate.

### Recall Procedures

In the event that urgent information must be passed to all students, recall procedures will be initiated. The Dean or Deputy Dean of Students will notify CNW and CNC&S class presidents and seminar leaders. Seminar Leaders are expected to hold current telephone numbers of all personnel within their seminar and will notify their members of any urgent information.

In certain instances, for example an academic department has scheduled a make-up class due to a snow day, the department is responsible for notifying its respective students. Moderators will be notified by the department chair of any closures and seminar leaders will be notified by their moderators.

### School Closure Procedures

Various events such as power and water outages and severe weather can cause the Naval War College, and possibly Naval Station Newport, to close. The President determines when the War College will be closed; the CO, NAVSTA Newport determines when the base will be closed. In all cases, the College will not be in operation when the base is closed.

Base closure information will be broadcast on all three of the local television stations as well as the Newport Naval Cable TV channel. Additionally, this information will be announced on radio stations AM 790, AM 920, AM 1540, FM 92.3, FM93.3, FM 99.7, FM 100.3, FM 101.5, FM 103.7 and FM 105.1. Students are responsible for checking these stations/channels to determine if the base has been closed, and classes therefore cancelled. Should any doubt exist, students should call their seminar leader, and as the last resort, call the Naval War College Quarterdeck (841-3089/1310) for information. Do not call the Naval Station Duty Office for information under these circumstances.

If the President closes the College but the base remains open, recall procedures will be used to notify students of the school closure and rescheduling of missed events.

### Emergency Messages and Notices

The Dean of Students Office provides an **emergency** answering service for students during normal working hours (0800-1630) at 841-3373. These messages will be delivered directly to the student in seminar or lecture. Every effort will be made to locate the student immediately.

Routine, non-emergent calls should not be directed to the Naval War College. Please direct these messages to your email account, or to a private cellular telephone number.

Email is the primary means of communication at the College. It is imperative that you check your email account at least once each day since failure to do so may cause you to miss important, emergent information.

The student will receive a wide variety of flyers, notices, instructions, and memoranda in his/her mailbox in the basement of Conolly Hall. Additionally, issues of an emergent nature, or of high importance, are posted on the "Hot Issues" bulletin board across the hall from the Dean of Students Office.



Students should check these bulletin boards and their mailbox several times per day.

#### Telephones and Telephone Numbers (Student Use)

There are several phones available for student use at various locations in the War College. These phones are located as follows:

1) H-214	841-4688
2) H-215	841-4832
3) H-216	841-4091
4) H-314	841-3009
5) H-315	841-3530
6) H-316	841-4180
7) Hewitt 3 <sup>rd</sup> deck lounge area	841-2494
8) 3 <sup>rd</sup> deck between Conolly/Hewitt	841-1939
9) Hewitt 1 <sup>st</sup> deck outside Room H-105	841-6934/6938

These telephones are for general use by students when making local, DSN, or toll free (800) calls. Another phone, 841-3262 in the Dean of Students Office (H-109), may be used by students for official long distance calls. Pay phones, located on the first deck of Conolly and by the mailboxes in Conolly basement, are available for unofficial (personal) long distance and overflow requirements.

Students may make official DSN and toll free (800) calls without requesting to do so or recording the call. Please keep all long distance calls made on Naval War College telephones to minimum time required, and discuss only official business. These phones will accept incoming, non-toll calls. This service is provided to facilitate calls to and from detailers and other official calls. Please be courteous and remember that the majority of the phones are located in student study areas and the phones do not have voice mail service, so be present at the phone to receive an inbound call.

For students desiring to call toll free numbers, the prefix 9-1 must be dialed followed by "800" and then the number to be called. The DSN prefix for the Naval War College is "948". For basic reference:

DSN access	dial "5"
Outside line	dial "9"

A STU III secure telephone is available in the Intelligence Division, Room C-217.

**\*\* NOTE \*\*** Student phone availability is a continual problem, especially when considering the large number of students competing for access during relatively short curriculum break periods. PLEASE, do not take frustrations out on the equipment, and make every attempt to limit utilization time to allow those behind you the opportunity to get their calls in as well. Courtesy and consideration can go a long way towards maximizing the limitations of our system.

### Study Cubicle Assignments

Each student is assigned a study cubicle or "cube" consisting of a desk, chair, wastebasket, and bookshelf. Student study spaces are located on the perimeter of the second and third floors of Hewitt Hall, in nearby rooms, in the Library, or in Mahan Hall. Students are expected to maintain their study spaces with a reasonable degree of neatness and decorum. Study cubes may be used without restriction during the hours the Naval War College is open.

The close proximity of study spaces makes the requirement for maintaining a quiet atmosphere necessary. The wide variety of individual needs for quiet in order to study require that each student consider how his/her habits may affect the other person. Conversations should be held quietly.

Study spaces are assigned by the Registrar based on availability. Once made, assignments are final as changing assigned study spaces creates disruption and sets off a rippling effect of other moves. If you have a problem with your study cube, submit a written request to the NWC Registrar.

### Internal Class Organization

The purpose of the class organization is to support academic, athletic, and social activities. The internal class organization is provided as Annex B. A quick perusal of this annex will reveal that the seminar is a major determinant in the class organization. The class constitution and bylaws Annex will be developed by the Class Executive Board and will be promulgated separately.

The senior active duty naval service (USN/USMC) officers in CNW and CNC&S are the presidents of their respective colleges. The chain of command for administrative and military matters that affect the students as a whole or groups of students is via the class presidents to the Dean of Students. The Executive Board is comprised of the president, the vice president (the second senior USN/USMC officer) and four assistant vice presidents who are the senior members of the other services and the senior civilian. The Dean of Students appoints the Academic Committee Chairman and solicits volunteers to serve as chairmen of the Athletic, and Activities Committees. The special representatives as shown in Annex M are volunteers solicited by the Dean of Students. All of the chairmen, special representatives, Executive Board members and the presidents hold their positions as long as they are members of the class.

In contrast to this, the seminar responsibilities are revised each trimester due to the reorganization of the seminars. The most senior military officer in a seminar is the seminar leader. An academic, information technology, business, activities, and athletic representative will be chosen to represent the seminar to the committees and the Dean of Students as appropriate. Each year, the Colleges pass constitutions and bylaws reflecting the manner in which they will govern themselves.

### Class Organizational Support

The presidents, executive boards, and committee chairmen of each class receive administrative support from the Dean of Students Office.

### Naval Station Services for Non-Military Students

NWC non-military students are authorized the use of the following Morale, Welfare and Recreation (MWR) facilities: Auto Hobby Shop; Base Library; Ticket Connection (civilian employee rate); Gym 109 (except during the hours of 1100-1300); Training Pool (except during the hours of 1100-1230); Officers' Club; Bowling Center; Veterinary Clinic; Carr Point Recreation Area; and Gear Rental. NWC non-military students are authorized to use Marina berthing and boat rentals. Use of MWR activities by civilian personnel is established at a priority status below military patrons, and subject to the payment of fees/charges at a level higher than required of military patrons.

The Child Care Centers are not authorized for civilian employee use. Due to legislative restrictions, non-military students cannot be granted privileges to use the Commissary. DOD civilian students living in government quarters are granted limited Exchange privileges; please see the Dean of Students Office for specific guidance. Non-military students are permitted to purchase items from the NWC Bookstore.

Access to the base after normal working hours requires a military identification card. Civilian students must coordinate the issuance of a Common Access Card (CAC) if they are not in possession of one from their agency. Other family members will need to apply for a NAVSTA identification nametag. Spouses and driving-age family members, accompanied by their civilian sponsor, should stop at the Security Office at Gate 1 on weekdays between the hours of 0730-1630. Bring your driver's license, NWC nametag, and CAC.

### Supplies

Students are responsible for acquiring their own supplies according to their needs and uses. Some administrative supplies (3-hole punches, staplers, tape, etc.) are provided in common areas for general use, and should not be moved to individual study cubes. Please contact the Dean of Students Office for replenishment of supplies in common administrative areas.

## Copiers

In fulfilling academic requirements, students will be required to copy papers, articles and books. Copiers are provided for this purpose. Two are located in the library, and are intended primarily for copy of library materials. Copiers are also located on the second and third decks of Hewitt Hall near the elevators, on the second and third decks of Mahan Hall, and in the computer room near the Café. Other copiers throughout the building may be available to students at certain times. If copiers are not working, please notify the Dean of Students Office immediately so the authorized repair technician may be called. Please do not attempt repairs yourself.

Students should minimize their photocopying, and take advantage of the "2-sided" feature available on copiers. Copiers are to be used only for official business. If more than 15 copies of an item are needed, the personnel in Printing and Distribution Branch, Room CB-203, should be consulted.

Students must also be aware of the restrictions on making photocopies of copyrighted materials. Generally, a copyright does not restrict a scholar from taking notes by photocopy for his own use. However, infringement or violations of copyright law may occur when multiple copies of copyrighted materials are made. A full discussion of this topic is given in NWCINST 5600.1.

## Computers

Wired computing. Availability of computers for student use is limited. If you desire to bring your personal computer into the College you must first register it with the Security Office. Personal computers cannot be connected to the NWC networks except through a wireless connection.

There are computers available at all times for student use in Rooms H-105, in the 2<sup>nd</sup> deck Hewitt student cube area, and in the Computer Training Room, H-305, when computer classes are not in session. There are additional student computers in the Mahan Hall student cube areas. The computers in these areas are for use by all students, and as such you should not save anything onto the C:/ drive. You must provide your own diskettes or zip disks.

Except during course examinations, computer support personnel do not man the student computer rooms. Service for computers, in each of the computer rooms, can be obtained Monday through Friday, from 0700 to 1700 by dialing 841-4900 for the Help Desk or by contacting the Student Support Technician in H-210. Protecting yourself and your work by saving your work often and backing-up your diskettes/ files routinely, will eliminate loss of valuable data. Reminder: **Back up, back up, back up.**

Wireless computing. NWC has installed a wireless network for the convenience of the students in Hewitt Hall. Mahan Hall is also scheduled for a

wireless network installation. A laptop and wireless PCMCIA network card (802.11a, 802.11b, or 802.11g compatible cards) are required. The NEX carries compatible wireless PCMCIA network cards. A limited pool of laptops and wireless network cards are available for short duration checkout from Room H-210. The staff in H-210 and various training classes will be available to provide registration of personal laptops on to the NWC unclassified network.

### Software

The NWC uses Windows 2000 as the operating system on all desktop computers in the student computer rooms and the library. The office automation software is the Microsoft Office 2003 suite, which includes Microsoft Word, Microsoft PowerPoint, Microsoft Access and Microsoft Excel. Internet Explorer 6.0 is the Internet browser used at NWC. Symantec's anti-virus software is used and is updated weekly to reflect the most current protection available. All NWC software is available for use by students and staff on personal computers through licensing agreements. Visit H-210 to gain more information, the licensing agreements, and copies of the software.

Students may use any software application on their personal computers to complete course work at NWC. However, to use NWC computers and printers, NWC installed software must be used. If students choose to work on their own computer as well as use the student computers, any file formats or application versions should be compatible; if not, it is the student's responsibility to convert them.

### E-Mail

All students will receive an *nwc.navy.mil* e-mail account. To activate the account, students must use an NWC computer terminal to initially access the NWC Intranet, Computer Account Request System (CARS) site. Students should refer to separate instructions provided by the Information Resources Department (IRD) on how to manage their computer account.

Students using a personal Internet Service Provider (ISP) can access their email from home by going to: <https://webmail.nwc.navy.mil> (Note the "s" in https). This provides access to Outlook Calendar, email, and contacts. Access to the NWC Intranet will not be available through this connection.

### Computer Training

Training classes for the software supported at NWC are available and the schedule is linked on the NWC Intranet homepage.

### Typing

The Naval War College does not have adequate manpower resources to provide typing services to the student body. Each academic department

requires the submission of professionally written and typed papers. Students who elect to have their papers professionally typed will see ads posted on student bulletin boards. All typing is at the expense of the student and on terms negotiated with the typist. In order to prevent unethical practices, War College staff personnel are not allowed to type student papers during working hours; negotiations with respect to the typing of papers must be conducted outside normal working hours.

### Special Events Projects

The Director, Special Events Department plans and coordinates the support of all visits of groups and individuals not directly associated with the academic curriculum of the Naval War College. This includes answering all requests for information regarding visits and tours of the College, and coordinating arrangements for guest speakers. Arrangements for visitors to use Naval War College spaces such as seminar rooms, video teleconferencing facilities, and auditoriums are made through the Special Events Office.

In particular, the Head, Major Events Division, coordinates major conferences and forums that are part of the curriculum and for which attendance is mandatory. Held between trimesters, these are the Dr. Michael I. Handel Strategy Conference, the Intersessional Conference, and the Current Strategy Forum.

### Audio/Visual Services

The Audio Projection Branch is located in Room SP-115 (adjacent to Spruance Auditorium), telephone 841-4008. This shop can provide tape recorders, a variety of video projection devices, closed circuit TV, and videotaping capability. Some of this equipment may be provided for student course work. Requests for equipment or services should be made well in advance of requirements.

A file of audio tape recordings (cassette) of past lectures is kept in the classified library section. These are available for loan to students.

### Graphic Arts

The Graphic Arts Department is located in Room P-348, telephone 841-3537. This shop is equipped to provide charts, viewgraphs, and slides from locally produced work.

Students normally do not require graphic arts support to complete the curriculum. Students who are conducting specific research, such as ARPs and Mahan Scholar work, who require graphics arts support cannot submit their requests directly. Requests must be submitted via their faculty advisors to receive Graphic Arts Department support.

### Reproduction and Distribution

The Printing and Distribution Division, Room CB-203, telephone 841-3390, is located on the first basement level of Conolly Hall (near student mailboxes). The division operates from 0730-1630 on normal workdays. This shop distributes books and selected readings (unclassified) for use in each trimester's course of study. Students will receive notification when initial and follow on study materials are ready.

### Photographic Division

The Photographic Division, Room P-02 (Basement of Pringle Hall), telephone 841-3426, provides the Naval War College limited photographic capability including black and white prints/negatives and color slides. Official service record photos are available by calling 841-3537 for an appointment. Passport photographs are not provided by the NWC Photographic Division, but can be arranged through commercial stores in the area. Fees for passport photographs required for official travel can be reimbursed through the travel claim process.

### Security

The Security Manager is responsible for the Physical Security Program of the Naval War College. A detailed discussion of the Physical Security Program is contained in the SORM.

All access doors to the Naval War College are locked except the main entrance to Spruance/Conolly Hall near the Quarterdeck. To enter Luce/Pringle/Mahan/Spruance/Conolly/Hewitt Halls, students must enter at the front entrance to Conolly/Spruance or use their Security I.D. badge to enter doors equipped with a card reader. Entrance to the Naval War College is controlled and monitored by the sentry on duty. If you forget your NWC I.D. badge, you must enter at the Conolly Quarterdeck, show your military I.D. and sign for a visitor badge, to be turned in when you leave for the day.

Students may bring visitors into the Naval War College after hours on an unscheduled basis by receiving clearance from the sentry and logging visitors in and out. Visitors must stay with the sponsoring student while in the Naval War College and will be issued an Escort Required badge.

The NWC security watch consists of an Officer of the Deck (OOD) and a Petty Officer of the Watch (POOW) who stand a 24-hour watch in the Conolly Hall Duty Office. This watch conducts itself in accordance with Security Standing Orders. A Command Duty Officer (CDO) represents the command outside normal working hours, and among other duties, implements the provisions for physical security.

Students who observe or have any knowledge of security violations should report them to the Security Manager or the CDO without delay. The fact that an offense is not obvious or major should not deter students from reporting security breaches.

All personnel attached to the Naval War College or in its employ are issued a color-coded security I.D. badge that includes the individual's photo, name, status (i.e., staff/faculty/student), signature and expiration date. The color-coding on the security I.D. badge reflects the level of access (vice clearance) that the holder needs to conduct their normal duties while assigned to the NWC.

Red/White Checkerboard	-	Top Secret/SCI
Red	-	Top Secret
Blue	-	Secret
Green	-	Confidential
White	-	Unclassified

The security I.D. badges are issued in a plastic holder with a metal clip for easy attachment to clothing while attending the College. The badge is required for entry into the Naval War College and classified lectures. Badges must be worn on the outside garment, above the waist where visible to NWC security personnel at all times while at the College.

### Safes

The safes located in student cube areas are for securing of personal valuables (i.e., laptop computers, etc.) The combination for the safe can be obtained in the Security Office. Classified material may not be stored in those safes unless approval for issuance of a classified security container is arranged with the Security Manager.

### Classified Material Control

The Naval War College has a unique security environment consisting of a combination of students, colleges, services, nationalities and subject matter. In this environment, the responsibility for strict individual user control of classified material is crucial. Strict institutional controls would seriously hamper the interchange of ideas among the NWC's diverse population. You must therefore always be aware of where you are, what is being discussed, and who is present. Coupled with the "open" building access, individual control and safeguarding of classified material becomes the key to overall security.

CNW and CNC&S students are not normally required to hold any classified material, although they may attend classified briefs and/or conduct research using classified documents.

### SIPRNET Accounts



SIPRNET account access is predicated on academic need-to-know while assigned to the NWC. Previous assignments do not normally form the basis for a NWC SIPRNET account. Therefore, the great majority of NWC students will have no need for control of classified information or access to the SIPRNET. However, a limited number of individual SIPRNET accounts will be issued to students who have a bonafide need. The Security Office handles all requests and will require a positive endorsement from the academic advisor, seminar moderator, or the Dean of Students, as applicable.

### Parking

Parking at NWC is limited and there are insufficient spaces to accommodate each individual's vehicle; therefore, carpooling is encouraged. Covered parking is provided in semi-enclosed garages beneath Hewitt Hall. The Hewitt garage is designated for STUDENT (yellow stickers) parking, and contains a number of open as well as carpool-designated spaces. Conolly/Spruance P-1 level is designated for STAFF green stickers, official vehicles and medical. Conolly/Spruance P-2 level and the alleyway between Luce, Mahan, and Pringle Halls are designated for STAFF blue stickers and STAFF CARPOOL parking only. Access to garages is gained from the rear (seaside) road. There is a smaller parking area in the McCarty-Little parking lot that is designated for STUDENTS, however the larger McCarty-Little parking lot is designated for blue or green stickers only.

Open parking is also available: In the Hampshire Field Parking Lot between Sims Hall and Gym 109; between the wings at Sims Hall; and behind Hewitt Hall. The spaces across from the main entrance on Cushing Road are also normally available; however, these spaces may occasionally be reserved for guests and VIPs. In these cases, signs will be posted to reserve the spaces. Annex D, a schematic of NWC parking, is included for reference.

### Fire Alarms

The telephone number for reporting fires is 911. Students must be familiar with location of exits and procedures to properly react to a fire. NAVWARCOLINST 11320.1 is available in the Dean of Students Office to orient the student in this regard.

In general, in case of fire:

- Be familiar with exits.
- Never fight a fire alone; always sound the alarm and alert others.
- Do not use elevators to leave the building.

- If time and conditions permit, classified material should be properly stowed.

Above all, students must respond to fire alarms by exiting the building in an orderly fashion.

### Medical

The Naval War College has a full time Independent Duty Corpsman (IDC) and clinic in Room C-110. The IDC is available for sickcall, Monday through Friday from 0730 to 0830, and 1230 to 1330, and throughout the day (with the exception of 1100-1230) for walk-ins. Services include the ability to dispense some commonly prescribed medications, and to write some prescriptions and refills. Additionally, the IDC can facilitate a consultation with a physician if necessary. Military students are required to see the IDC at the NWC clinic for non-emergency treatment prior to going to the Navy Ambulatory Care Clinic. Additionally, students must inform the IDC of any scheduled required or elective surgery. In so far as possible, elective procedures will be scheduled on a not to interfere basis with the academic schedule.

### Flight Physicals

Flight physicals are available for **ALL** military services by contacting the NWC Independent Duty Corpsman either in person, via telephone or e-mail. Due to the limited availability of flight surgeons, the IDC will contact aviators monthly via email to schedule appointments. Flight physicals begin at 0630 with lab work, tests, etc., so that a minimum of class time is missed.

### Ambulance

The base Fire Department provides an ambulance service for dispatch to all on base and some housing area medical emergencies through telephone 911. For residents of Greene Lane, Melville, or Fort Adams government housing areas, calls to this number will be forwarded to the local city fire department rescue squad serving that area to reduce reaction time. If you live off base in private housing, you are required to call 911 for ambulance service. The ambulance crew should be informed of your military status, and the casualty brought to the Newport Hospital Emergency Room.

### Dental

NWC has a full time dentist and a fully equipped clinic in Room C-106. Dental records for all military personnel are maintained at the College. Non-emergency treatment may be scheduled by making an appointment in person or by phone: 841-4305. Emergency treatment is available immediately.

## Health and Physical Readiness

In order to ensure combat readiness and personal effectiveness, NWC follows a Health and Physical Readiness Program (HPRP). Military personnel assigned to NWC are susceptible to the effects of sedentary living, excessive caloric intake, and lack of proper exercise. Accordingly, all military students will develop individual fitness programs to meet service standards.

OPNAVINST 6110.1 provides guidance for Navy students and explains the Navy HPRP. Navy Students are expected to establish a fitness program early and meet minimum HPRP standards twice during the academic year, normally October and May. HPRP results are a required entry in detaching fitness reports. Other service students will abide by their individual service instructions.

Time at the Naval War College affords each student a valuable opportunity to assess their personal health readiness as they prepare themselves mentally and physically for the next part of their career. In support of health and physical readiness goals, the NWC President has established a Health Risk Assessment Program. Shortly after reporting, as part of the indoctrination week events, each student will be given a questionnaire and have blood drawn. This information will form the basis for a personalized health assessment that is intended to apprise students of key indicators of risk and assist them in tailoring a personal physical program.

## Smoking

Smoking is not permitted inside any buildings or in outside common use areas such as parking garages and building entry ways/egresses.

Smoking is permitted only in the following areas:

- (1) Patio with overhanging roof outside the west end of Spruance Hall Lobby.
- (2) Outside and parallel to the west wall of Conolly Hall parking level P1.
- (3) Under the enclosed walkway connecting Mahan and Pringle Halls.
- (4) The median strip opposite the main entrance to Sims Hall.
- (5) Other outside areas at least 50 feet from all NWC buildings.

## Extracurricular Activities

As mentioned earlier, social interaction with fellow students is an important ingredient to the overall experience at the Naval War College. Extracurricular activities are the primary vehicle by which this takes place.

Several formal balls as well as base and community events offer a multitude of social opportunity for students and their families.

- The Christmas/New Years recess is marked by the annual Festival of Trees sponsored by the Spouses Clubs in the area. This festival showcases Christmas trees decorated by various.
- The formal ball season begins in October with the Navy Ball, and continues with the Marine Corps Ball in November, the Holiday Ball during the Christmas season (sponsored by USAF/USCG officers and civilian students), the Army Ball in May, and the Battle of Midway Commemoration in June.

Athletic events are a key element of the Newport experience. The President of the Naval War College highly encourages all students to participate in one or more of the following athletic opportunities during their course of studies.

- The Intramural Sports Program provides a more formalized, intra-seminar competition. Seminars are expected to field teams to compete in softball, volleyball, and basketball seasons and tournaments scheduled during most Monday and Tuesday afternoons throughout the academic year. Each of these programs is designed to allow each student to participate within their individual skill levels and physical comfort zones. More than the physical dimensions of participation, student-participants have noted that one of the greatest values of the intramural sports program is that it offers an excellent opportunity for students to socialize and exchange viewpoints away from the academic, classroom environment. Spouses are invited to join in the program as participants or to cheer for their favorite seminar.
- The President's Cup Challenge competition offers a series of athletic events each season that pit students of the CNW and CNC&S classes against each other and teams representing the NWC Faculty and Staff and the Navy Warfare Development Command. This competition is run throughout the school year.
- The Jim Thorpe Sports Days Competition is a CNW-only event and is held during the spring at the Army War College at Carlisle Barracks, Pennsylvania. This athletic competition matches CNW sports teams against teams from all of the other senior service colleges.

On a day-to-day basis, participation in a wide variety of sports is available on CNW teams that play in the base leagues. Activities may be pursued on an individual basis using the Naval Station Newport hobby shops, gear rental, or pool/gym facilities.

#### NWC Cafe

The NWC Cafe is located on the first deck of Hewitt Hall. The Cafe serves breakfast and lunch, Monday through Thursday 0630-1600, and Fridays 0630-1400. Menus can be found on the NWC Intranet.

## **FREQUENTLY CALLED TELEPHONE NUMBERS**

(All numbers are area code 401)

### **EMERGENCY**

NAVSTA Fire	841-3333
NAVSTA Police	841-3241
Newport/Middletown/Portsmouth	911
Fire/Rescue Squads	
NWC Quarterdeck	841-3089/1310
NAVSTA Quarterdeck	841-3456/7

### **NAVAL STATION**

Naval Ambulatory Care Center (NACC)	841-3771
TRICARE (Appointments)	1-888-999-5195
TRICARE Health Care Benefits Advisor	841-3216/4834
Pharmacy	841-3714
Pharmacy Refills	1-877-211-1126
RI Poison Control	277-5727
Navy Exchange	843-4860
Commissary	841-2111
Fleet and Family Support Center	841-2283
Child Care Center	841-6225
Officers' Club	846-7987

Public Works Trouble Desk (24 hours)	841-4001
Housing Trouble Desk (24 hours)	841-4087
Personal Property	
Inbound (A-K)	841-2091
Inbound (L-Z)	841-2092
Outbound	841-4896
Personnel Support Detachment	841-1267

#### NAVAL WAR COLLEGE

Command Duty Office (Quarterdeck)	841-3089/1310
Administration	841-2053
Dean of Students (Student Messages)	841-3373
Dean of Students	841-6595
Air Force Advisor	841-3786/2694
Army Advisor	841-2134/4795
Coast Guard Advisor	841-3398
Marine Corps Advisor	841-4779
Medical Clinic/Independent Duty Corpsman	841-2099
Dental Clinic	841-4305
Photography Division	841-3426/4755